

TOWN OF LOS GATOS ❖ FY 2016/17

APPLICATION FOR COMMUNITY GRANT FUNDING

GENERAL INSTRUCTIONS

Complete this application in full to be considered for FY 2016/17 Community Grant funding. Please provide *current* information most crucial to the evaluation process, including: Agency and Project Information, Budget Data, and Certification. As in prior years, funding is contingent upon the Town Council's General Fund allocation to the program and the applicant's previous program performance.

Purpose: The purpose of this application is to:

1. Substantiate demographically the assessed need for the project;
2. Gather required data in order to determine eligibility under the Community Grant Program;
3. Document the quality and quantity of services to be provided; and
4. Demonstrate benefit of program/project services to Los Gatos citizens.

Eligibility: To be eligible for Community Grant funding, agencies must:

1. Submit a separate, completed application form for each project;
2. Be incorporated as a tax-exempt nonprofit corporation (IRS 501-C.3.) and/or exist as another governmental entity;
3. Demonstrate the managerial and financial capability to receive and expend grant funds;
4. Assure compliance with all applicable local, state, and federal laws including the non-discrimination requirement; and
5. Demonstrate good faith efforts to secure funding for programs and services from other sources.

Funding Categories: Programs for which funding is requested must qualify under one of the categories below. Proposals not fitting into one of these categories will not be considered for funding. Applicant services must directly benefit residents within the incorporated limits of the Town of Los Gatos.

1. Seed Program: Funding for start-up of new programs designed to meet a significant community need or problem. Proposers must demonstrate a high probability that funding can be sustained beyond the commitment of Town funds.
2. Project: Funding for one-time projects designed to address a significant community need or problem. Town funding shall be limited to a specific time-frame, usually not more than one year.
3. Emergency: Funding for operational programs in the community which meet an existing need. Applicants must demonstrate that: 1) current programs meet stated goals and objectives; 2) financial constraints will significantly curtail services to Town residents; and 3) future funding to continue the program can be obtained from other sources. Funding for programs shall be limited to one year.
4. Community Programs: Funding for programs and services to address identified community needs or problems (as stated in the Town's General Plan, action plans, or other policies).

Evaluation Criteria:

Human Service Programs: Evaluation criteria for agencies providing human services include, but are not limited to, the following:

- Community need for the program
- Uniqueness of program, lack of duplications in service
- Qualifications and experience of the agency and its staff
- Past performance in providing established services and meeting Town requirements
- Effectiveness in serving an identified audience
- Community involvement in program, including volunteers
- Number of Los Gatos clients served vs. total clients served (unduplicated clients)
- Cost per Los Gatos resident vs. cost per non-Los Gatos resident
- Number of low and very low income clients served
- Percent of total program budget requested from Town
- Reasonable cost
- Clarity, completeness, and accuracy of grant proposal

Arts/Cultural/Educational Programs: Evaluation criteria for arts/cultural/educational programs include, but are not limited to, the following:

- Community need for the program
- Uniqueness of program, lack of duplications in service
- Qualifications and experience of the agency and its staff
- Past performance in providing established services and meeting Town requirements
- Number of Los Gatos clients served vs. total clients served (unduplicated clients)
- Cost per Los Gatos resident vs. cost per non-Los Gatos resident
- Target audience for program (e.g., youth, seniors, students)
- Percent of total program budget requested from Town
- Reasonable cost
- Clarity, completeness, and accuracy of grant proposal

Process:

To assure that all applications receive due consideration and that the Council is provided with all information necessary to make appropriate funding decisions, all grant applications are first reviewed by an Evaluation Committee, consisting of either members of the Community and Senior Services Commission (which reviews Human Service program applications) or members of the Arts and Culture Commission (which reviews Arts, Cultural, Educational program applications).

The Evaluation Committees determine proposal eligibility based on the Eligibility Guidelines listed in this application, and make funding recommendations to the Community and Senior Services Commission or Arts and Culture Commission based on the Evaluation Criteria listed above. The Commissions, in turn, make funding recommendations to Town Council. Applicants will be invited to attend Commission meetings to present their applications and answer Commission member questions. Attendance at these meetings is not mandatory, but is recommended. Ineligible proposals will be rejected.

The Town Council makes the final determination on all funding allocations through the adoption of the Town's Operating Budget.

Schedule: The schedule for the funding process is as follows:

Human Services Timeline*

Date	Task
December 18, 2015	Applications available
January 22, 2016	Applications due by 4:00 p.m.
January 25-27, 2016	Staff review applications and prepare summary documents, then distribute to CSSC members.
February 1-12, 2016	CSSC Evaluation Committee reviews applications and summary documents, and contacts applicants as needed. Committee meets to consider allocation recommendations.
February 16, 2016	CSSC will submit draft funding allocation recommendations for Town Council consideration during the FY 2015-16 Mid-Year Budget Session.
March 1, 2016	FY 2015-16 Mid-Year Budget Session
March 11, 2016	CSSC meeting packet mailed to Commissioners and applicants. Packet will include draft funding allocation recommendations.
March 22, 2016 CSSC Public Hearing	CSSC Meeting: brief presentations (3 minutes each) by applicants and questions of applicants by Commissioners. After conclusion of presentations and questions, the Commission will develop its final allocation recommendations to Council.
May 2016	Town Council meeting: Public Hearing to consider FY 2016/17 Preliminary Operating Budget.
June 2016	Town Council meeting: adoption of FY 2016/17 Operating Budget.

*All dates are tentative and subject to change.

Arts, Cultural, Educational Timeline*

Date	Task
December 18, 2015	Applications available
January 22, 2016	Applications due by 4:00 p.m.
January 25-27, 2016	Staff review applications and prepare summary documents, then distribute to ACC members.
February 1-12, 2016	Arts and Culture Commission Evaluation Committee reviews applications and summary documents, and contacts applicants as needed. Committee meets to consider allocation recommendations.
February 16, 2016	CSSC will submit draft funding allocation recommendations for Town Council consideration during the FY 2015-16 Mid-Year Budget Session.
March 1, 2016	FY 2015-16 Mid-Year Budget Session
March 7, 2016	ACC meeting packet mailed to Commissioners and applicants. Packet will include draft funding allocation recommendation. Applicants invited to attend meeting, for brief presentation and question/answer period.
March 16, 2016 ACC Public Hearing	ACC meeting: brief (3 minutes each) presentation by applicants, questions of applicants by Commissioners. After conclusion of presentations and questions, the Commission will develop its final allocation recommendations to Council.
May 2016	Town Council meeting: Public Hearing to consider FY 2016/17 Preliminary Operating Budget.
June 2016	Town Council meeting: adoption of FY 2016/17 Operating Budget.

*All dates are tentative and subject to change.

Type of Contract:

This application does not commit the Town to award a contract, pay any costs incurred in preparing the application, or procure or contract for services or supplies. The Town reserves the right to accept or reject any or all applications received, to negotiate with all qualified applicants, or to cancel in part or in its entirety the application if it is in the best interest of the Town. The Town may also negotiate with qualified agencies to meet community needs.

Copies of the standard contract are available for review at the Town of Los Gatos Town Manager's Office. Please be advised that the Town's designee and auditors have the right to access the contracted agency's records. Proof of client participation is required and must be made available for review by the Town's designee during the course of the contract period (see sample Participation Agreement, Attachment 2). If funding is awarded, the Town will also require verification of worker's compensation and appropriate insurance documents.

Funding Availability: Community Grant funds amounting to \$109,800 were allocated in FY 2015/16 as follows: \$90,000 to Human Service programs; and \$19,800 to Arts, Cultural, and Educational programs.

Application Requirements:

1. Completed applications are due by 4:00 p.m., January 22, 2016, at the Town of Los Gatos Town Manager's Office, 110 East Main Street, Los Gatos. Applications will not be accepted after the deadline.
2. One (1) copy of the documents listed on the Applicant Agency/Program Documents Checklist and one (1) copy of the completed application form must be submitted. Please fill out the PDF form of the application, print and sign. Electronic copies will not be accepted.
3. Please do not include literature or attachments beyond those required or necessary to present a complete and effective application. Failure to submit a concise, complete application shall be evidence of the proposer's inability to undertake program objectives.
4. All applications must be submitted on the forms provided and in a manner consistent with the instructions. Applications must be word processed or typed.
5. All supplemental materials shall be returned to agencies not selected for funding upon request only.

For additional information, please contact:

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(408) 354-6832

Via Email: lseastrom@losgatosca.gov

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